



CONSTITUTION

Darwin Clay Target Club Incorporated

Adopted 4th October 2025

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SCHEDULE TO THE CONSTITUTION

PART 1 – PRELIMINARY

1. Name

The name of the incorporated association ("the Association") is the Darwin Clay Target Club Incorporated hereinafter referred to as "the Club".

2. Objects and Purposes

The objects and purposes of the Club are to:

- (a) encourage, conduct, promote, and administer the sport of clay target shooting for the mutual and collective benefit of the members and the sport; act in good faith and with loyalty to ensure the maintenance and enhancement of the Club, its standards, quality, and reputation for the benefit of the members and the sport of clay target shooting; promote the economic and sporting success, strength and stability of the Club.
- (b) Affiliate with the Australian Clay Target Association and the Northern Territory Clay Target Association and liaise with strategically aligned bodies in pursuit of the development and enhancement of clay target and shooting sports generally.
- (c) conduct, encourage, promote, advance, control and manage shooting activities, events, competitions and championships (and their associated educational and other incidental activities) in and throughout the Darwin region, in cooperation with its various members as per Part 3 of the Schedule.
- (d) through or in association with the members as per Part 3 or other entities or of itself, promote the health and safety and principles of social justice of all members.
- (e) maintain premises for the purpose of, among other things, the above objects and purposes.
- (f) work collaboratively with government and government agencies to secure grants and funding for the benefit of members.
- (g) do anything else incidental and ancillary in relation to the above objects and purposes.

3. Minimum Number of Members

The Club must have at least the number of members specified in Section 26 of the Act.

4. Definitions

In this Constitution, unless the contrary intention appears –

"Act" means the *Associations Act 2003* and regulations made under that Act as amended from time to time.

“ACTA” means the Australian Clay Target Association Incorporated.

“ACTA Rules” means the constitution of The ACTA comprising the Statement of Purposes and the Rules, adopted by ACTA and as amended from time to time.

"Annual General Meeting" (AGM) means a general meeting of members convened in accordance with Clause 45.(1) and 45.(2).

“Chair” means the person who presides over the Annual General Meetings, special general meetings and general meetings.

“Club” means the Darwin Clay Target Club Incorporated.

"Committee" means the Management Committee of the Darwin Clay Target Club Incorporated.

“DTL” means “Down The Line” Australian trap, shot in accordance with ACTA rules.

"Financial institution" means an authorised deposit-taking institution within the meaning of Section 5 of the *Banking Act 1959* of the Commonwealth.

"General meeting" means a general meeting of members convened in accordance with Clause 45.

“Gender Interpretation” All references in these rules to a particular gender include all genders, and the singular includes the plural, and vice versa.

“ISSF” means International Shooting Sport Federation and herein relates to those events shot in accordance with ISSF rules.

"Member" means a member of the Darwin Clay Target Club Incorporated accordance with Clause 9.

“NTCTA” means the Northern Territory Clay Target Association Incorporated.

"Register of members" means the register of the Club's members established and maintained under Section 34 of the Act.

“Shoot” means any practice, events, matches or competition involving shooting clay targets.

“Skeet” means skeet shooting shot as per either ACTA or ISSF rules.

“Sporting” means sporting clays shot as per ACTA rules.

“Special General Meeting” means any general meeting other than the Annual General Meeting.

"Special Resolution" means a resolution notice of which is given under Clause 47 and passed in accordance with Section 37 of the Act.

"writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

PART 2 – CONSTITUTION AND POWERS OF ASSOCIATION

5. Powers of Association

- (1) For achieving its objects and purposes, the Club has the powers conferred by Sections 11 and 13 of the Act.
- (2) Subject to the Act, the Club may do all things necessary or convenient for carrying out its objects or purposes, and may –
 - (a) acquire, hold and dispose of real or personal property.
 - (b) open and operate accounts with financial institutions.
 - (c) invest its money in any security in which trust monies may lawfully be invested.
 - (d) raise and borrow money on the terms and in the manner, it considers appropriate.
 - (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability.
 - (f) appoint agents to transact business on its behalf; and
 - (g) enter into any other contract it considers necessary or desirable.
- (3) The Club must not distribute any income, profits, or assets directly or indirectly to its members, except as provided in Sub Clause (4).
- (4) Sub Clause (3) does not stop the Club from doing the following things, provided they are done in good faith:
 - (a) paying a member for goods or services they have provided or expenses they have properly incurred at fair and reasonable rates or rates more favourable to the Club, or
 - (b) making a payment or dispositions to a member incidental to activities carried on by the Club in accordance or consistently with the Club's objects.

6. Effect of Constitution

This Constitution binds every member and the Club to the same extent as if every member and the Club had signed and sealed this Constitution and agreed to be bound by it.

7. Inconsistency Between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

8. Altering the Constitution

- (1) The Club may alter this Constitution by special resolution but not otherwise.
- (2) If the Constitution is altered, the public officer must ensure compliance with Section 23 of the Act.

PART 3 – MEMBERS

Division 1 – Membership

9. Membership

- (1) The Club shall consist of ordinary members, honorary members and life members. Members shall be appointed as provided for herein.
- (2) To apply to become an ordinary member of the Club a person must –
 - (a) submit a written application for membership to the Committee –
 - (i) in a form approved by the ACTA and the Committee.
 - (ii) signed by the person; and
 - (b) be accompanied by the appropriate total membership fees as determined under Clause 11.
- (3) The Committee may appoint honorary members for a term decided upon by the Committee.
- (4) A life membership is awarded in honour of special services as listed in the Schedule, to the Club through the following process –
 - (a) A Club member nominates a member in writing, via the secretary, addressing criteria in the Schedule, to the committee.
 - (b) the Committee, after assessing a written nomination against the criteria listed in the Schedule, votes for acceptance as determined under Clause 41(2), once accepted shall
 - (i) recommend to an Annual General Meeting that a member be elected as a life member, such election shall be determined by Clause 49, by 20% vote of the members present.
 - (ii) Recommend to a special general meeting, such an election maybe held electronic as determined by Clause 15, election shall be determined by a 20% vote as determined by Clause 49.

10. Approval of Membership

- (1) The Committee must consider any application made under Clause 9 at the next available committee meeting and must accept or reject the application at that meeting or the next, and the applicant shall be advised of the outcome on the next working day following the meeting
- (2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.
- (3) If an applicant gives notice of an appeal against the rejection of their application, the Committee must reconsider the application at the next committee meeting after receipt of the notice of appeal.
- (4) If after reconsidering an application the Committee reaffirms its decision to reject the application, the decision is final, and the applicant shall be advised of the outcome on the next working day following the meeting.

11. Membership Fee

If the Committee approves an application for membership, the applicant becomes a member on payment of the appropriate total membership fees required by the Club, the NTCTA and the ACTA.

12. Annual Club Membership Fees

- (1) The annual membership fee is the amount determined from time to time by resolution at a committee meeting.
- (2) Each member must pay the annual membership fee to the Club by cash or electronic funds transfer into the Club's nominated bank account by the first day of January each year. The only exception is the waiving of Club membership fees as provided for in Clause 19.
- (3) Membership of the Club is also dependent on the requisite fees being paid to the NTCTA and the ACTA.
- (4) A member whose membership fee is not paid within 3 months after the due date ceases to be a member

Division 2 – Rights of Members

13. General

- (1) Subject to Clause 14(2), a member may exercise the rights of membership when their name is entered in the register of members.
- (2) A right of membership of the Club –
 - (a) is not capable of being transferred or transmitted to another person; and
 - (c) terminates on the cessation of membership whether by death, resignation or otherwise.

14. Voting

- (1) Subject to Sub-Clause (2) and Clause 19, each member has one vote at general meetings and Annual General Meetings of the Club.
- (2) A member is not eligible to vote until 10 working days after their application has been accepted.
- (3) Subject to Clause 52, each member may elect to confer authority to vote to a Proxy.
- (4) Notwithstanding any other provision of this Constitution, voting at any meeting of the Club may be conducted by electronic means as determined by the Committee, provided that:
 - (a) the method employed permits each eligible member a reasonable opportunity to cast a vote.
 - (b) appropriate measures are implemented to ensure the security, confidentiality, and integrity of the voting process; and
 - (c) a vote cast by electronic means shall be deemed to have the same force and effect as if the member had cast the vote in person.

15. Attendance by Electronic Means

Notwithstanding any other provision of this Constitution, a member shall be taken to be present at a meeting if the member participates by electronic means (including, without limitation, telephone, video conference, or other real-time communication technology) which enables the member to reasonably hear, be heard, and otherwise participate in the proceedings of the meeting. Participation in this manner shall constitute attendance in person for all purposes of this Constitution.

16. Notice of Meetings and Special Resolutions

The Secretary must give all members notice of general meetings and special resolutions in the manner as per Clause 48 and time as prescribed by this Constitution Clause 46(5) for Special General Meetings and Clause 45(1) Annual General Meetings.

17. Access to Information on the Club

The following must be available for inspection by members:

- (a) a copy of this Constitution.
- (b) minutes of general meetings.
- (c) annual reports and annual financial reports.
- (d) confirmed minutes of committee meetings.

18. Raising Grievances and Complaints

- (1) A member may raise a grievance or complaint about a committee member, the Committee or another member of the Club.
- (2) The grievance or complaint must be dealt with by the procedures set out in Part 7.

19. Life Members and Honorary Members

Life members and honorary members shall be free to enjoy all Club privileges and exercise all rights, excepting that honorary members shall have no voting rights, and both may be liable for such fees as provided for in the schedule.

Division 3 – Termination, Death, Suspension and Expulsion

20. Termination of Membership

Membership of the Club may be terminated by –

- (a) a notice of resignation addressed and sent to the Club or given personally to the Secretary or another committee member.
- (b) non-payment of the annual membership fee within the time allowed under Clause 12; or
- (c) expulsion in accordance with this Division.

21. Death of Member or Whereabouts Unknown

If a member dies or the whereabouts of a member are unknown, the Committee must cancel the member's membership.

22. Suspension or Expulsion of Members

- (1) If the Committee considers that a member should be suspended or expelled because their conduct is detrimental to the interests of the Club, the Committee must give notice of the proposed suspension or expulsion to the member.
- (2) The notice must –
 - (a) be in writing and include –
 - (i) the time, date and place of the committee meeting at which the question of that suspension or expulsion will be decided; and
 - (ii) the particulars of the conduct; and
 - (b) be given to the member not less than 24 hours before the date of the committee meeting referred to in paragraph (a)(i).

- (c) If the conduct referred to in (1) is in relation to a firearm safety issue, then notice of the committee meeting will be considered to have been given if given verbally in the presence of at least two committee members.
- (3) At the meeting, the Committee must afford the member a reasonable opportunity to be heard or to make representations in writing.
- (4) The Committee may suspend or expel or decline to suspend or expel the member from the Club and must give written notice of the decision and the reason for it to the member.
- (5) The decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.
- (6) Nothing in this section shall prevent any member of the Committee, a shoot marshal or a referee from taking immediate corrective action against any person who, while present on Club premises, endangers or is likely to endanger any other person or property.

23. Appeals Against Suspension or Expulsion

- (1) A member who is suspended or expelled under Clause 22 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Committee's decision.
- (2) The appeal must be considered at a Management Committee Meeting of the Club, and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.
- (3) The members present at the Management Committee Meeting must, by resolution, either confirm or set aside the decision of the Committee to suspend or expel the member.
- (4) The member is not suspended or does not cease to be a member until the decision of the Committee to suspend or expel them is confirmed by a resolution of the members.
- (5) For the avoidance of doubt, where a member is suspended or expelled from the Australian Clay Target Association or the Northern Territory Clay Target Association Inc, then they will automatically be suspended or expelled from the Club.

PART 4 – MANAGEMENT COMMITTEE

Division 1 – General

24. Role and Powers

- (1) The business of the Club must be managed by or under the direction of a Management Committee.
- (2) The Committee may exercise all the powers of the Club except those matters that the Act or this Constitution requires the Club to determine through a General Meeting of members.
- (3) The Committee may appoint and remove staff.
- (4) The Committee may establish one or more subcommittees consisting of the members of the Club the Committee considers appropriate.
- (5) The Committee has the power to approve by-laws in relation to the following:
 - (a) the structure, composition, duties, responsibilities of any Executive Officer, advisory panel and/or sub-committees, whether or not this includes a delegation under Clause 26.
 - (b) the steps taken to discipline Members who engage in conduct who:
 - (i) breached, failed, refused or neglected to comply with a provision of the Constitution, the By-Laws, the Policies and the Rules or any resolution or determination of the Committee; or
 - (ii) acted in a manner unbecoming of a member or prejudicial to the Objects and interests of the Club and/or clay target shooting; or
 - (iii) brought the Club and/or clay target shooting into disrepute.
 - (c) the establishment and operation of a disciplinary tribunal; and
 - (d) any other matter necessary to give full effect to this constitution.
- (6) The Committee has the power to discipline Members who are found to have engaged in the conduct described in Clause 24(5)(b), including:
 - (a) the power to impose a warning to a member.
 - (b) the power to fine a member.
 - (c) the power to direct a member pay compensation, where there has been damage to property, to the relevant organisation that controls or has possession of the property.

- (d) the power to cease funding granted or given to a member by the committee.
- (e) the power to suspend for a specified period and/or terminate any rights, privileges and benefits provided to a member by the committee.
- (f) the power to cease to sanction events held by or under the auspices of a member.
- (g) the power to reprimand the member.
- (h) the powers described in Clause 22; and
- (i) any other penalties that the Club considers appropriate.

25. Composition of Committee

- (1) The Executive of the Management Committee consists of 4 elected members:
 - (a) President.
 - (b) Vice-President.
 - (c) Secretary; and
 - (d) Treasurer.
- (2) Other office holders may include -
 - (a) Range Officer/Armourer DTL.
 - (b) Range Officer/Armourer Skeet.
 - (c) Range Officer/Armourer ISSF.
 - (d) Range Officer/Armourer Sporting.
 - (e) Clubhouse Director.
 - (f) Coaching Director.
 - (g) Publicity Officer; and
 - (h) additional members as determined by the Committee.
- (3) The committee must appoint a committee member as the Club's Public Officer.
- (4) The caretaker, by virtue of his appointment by the committee, shall be an *ex officio*, non-voting member of the committee.
- (5) All positions on the Committee shall be in an honorary capacity.

26. Delegation

- (1) The Committee may delegate to a subcommittee or staff any of its powers and functions other than –
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.

- (3) The Committee may, in writing, revoke wholly or in part the delegation.

Division 2 – Tenure of Office

27. Eligibility of Committee Members

- (1) A committee member must be a member who is 18 years or over.
- (2) A committee member (except the caretaker) must be:
- (a) A financial member of the Club.
 - (b) A financial member of the NTCTA.
 - (c) A financial member of the ACTA; and
 - (d) Committed to contributing in a positive manner to the sport of clay target shooting.
- (3) Committee members must be elected to the Committee at an Annual General Meeting or appointed under Clause 34.

28. Nominations for Election to Committee

- (1) A member is eligible for election to the Committee once the Secretary receives a written nomination for that member by another member before the next Annual General Meeting.
- (2) The nomination must be signed by –
- (a) the nominator and a seconder; and
 - (b) the nominee to signify his or her willingness to stand for election.
- (3) A person who is eligible for election or re-election under this Clause may –
- (a) propose or second themselves for election or re-election; and
 - (b) vote for themselves.
- (4) Between Annual General Meetings, a person may also be elected to the Committee by a decision of the existing Committee members through a vote.

29. Retirement of Committee Members

- (1) A committee member holds office until the next Annual General Meeting unless the member vacates the office under Clause 32 or is removed under Clause 33.
- (2) Subject to Sub-Clause (3), at an Annual General Meeting the office of each committee member becomes vacant and elections for a new Committee must be held.

- (3) The outgoing Club President must preside at the Annual General Meeting until a new member is elected as President.
- (4) Members may serve consecutive terms on the Committee.

30. Election by Default

- (1) If the number of persons nominated for election to the Committee under Clause 28 does not exceed the number of vacancies to be filled, the Chair must declare the persons to be duly elected as members of the Committee at the Annual General Meeting.
- (2) If vacancies remain on the Committee after the declaration under Sub Clause (1), additional nominations of committee members may be accepted from the floor of the Annual General Meeting.
- (3) If the nominations from the floor do not exceed the number of remaining vacancies, the Chair must declare those persons to be duly elected as members of the Committee.
- (4) If the nominations from the floor are less than the number of remaining vacancies, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Committee in accordance with Clause 34.

31. Election by Ballot

- (1) If the number of nominations exceeds the number of vacancies on the Committee, ballots for those positions must be conducted.
- (2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.
- (3) The members chosen by ballot must be declared by the President to be duly elected as members of the Committee.

32. Vacating Office

The office of a committee member becomes vacant if –

- (1) The member –
 - (a) is disqualified from being a committee member under Section 30 or 40 of the Act.
 - (b) resigns by giving written notice to the Committee.
 - (c) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health.
 - (d) ceases to be a resident of the Territory; or
 - (e) ceases to be a member of the ACTA, NTCTA or the Club.

- (2) The member is absent from more than –
 - (a) 3 consecutive committee meetings; or
 - (b) 3 committee meetings in the same financial year without tendering an apology to the President.

of which meetings the member received notice, and the Committee has resolved to declare the office vacant.

33. Removal of Committee Member

- (1) The Club, through a special general meeting of members, (at which 20% of members are in attendance and in respect of which 20% of those attending vote in favour of the resolution) may remove any committee member before the member's term of office ends.
- (2) If a vacancy arises through removal under Sub Clause (1), an election must be held to fill the vacancy.

34. Filling Casual Vacancy on Committee

- (1) If a vacancy remains on the Committee after the application of Clause 30 or if the office of a committee member becomes vacant under Clause 32, the Committee may appoint any member of the Club to fill that vacancy.
- (2) However, if the office of public officer becomes vacant, a person must be appointed under Section 27(6) of the Act to fill the vacancy.

Division 3 – Duties of Committee Members

35. Collective Responsibility of Committee

- (1) As soon as practicable after being elected to the Committee, each committee member must become familiar with the Act and regulations made under the Act.
- (2) The Committee is collectively responsible for ensuring the Club complies with the Act and regulations made under the Act.

36. Chair and Vice-Chair

- (1) Subject to Sub Clauses (2) and (3), the President must preside at all general meetings and Committee meetings.
- (2) If the Chair is absent from a meeting, the Vice-President must preside at the meeting.
- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be –
 - (a) a member elected by the other members present if it is a general meeting; or

- (b) a committee member elected by the other Committee members present if it is a committee meeting.

37. Secretary

The Secretary must –

- (1) Coordinate the correspondence of the Club.
- (2) Ensure minutes of all proceedings of general meetings and of Committee meetings are kept in accordance with Section 38 of the Act.
- (3) Maintain the register of members in accordance with Section 34 of the Act.
- (4) Have custody of all books, documents, records and registers of the Club, other than those required by Clause 38(5) to be in the custody of the Treasurer, Unless the members resolve otherwise at a general meeting; and
- (5) Perform any other duties imposed by this Constitution on the Secretary.

38. Treasurer

The Treasurer must –

- (1) Receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club.
- (2) Pay all moneys received into the account of the Club within 5 working days after receipt or as soon as practicable after that date.
- (3) Make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds; and
- (4) Ensure banking transactions are authorised by them and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- (5) Ensure the accounting records of the Club are kept in accordance with Section 41 of the Act.
- (6) Coordinate the preparation of the Club's annual statement of accounts.
- (7) If directed to do so by the President, and/or the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- (8) The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Club unless the members resolve otherwise at a general meeting.
- (9) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

39. Public Officer

- (1) The Public Officer must ensure that documents are filed with the relevant government official in accordance with Sections 23, 28 and 45 of the Act.
- (2) The public officer must keep a current copy of the Constitution of the Club.

Division 4 – Convening of Meeting

40. Frequency and Calling of Meetings

- (1) The Committee must meet for the conduct of business not less than 4 times in each financial year.
- (2) The President or Vice-President, or at least half the committee members, may at any time convene a meeting of the Committee.
- (3) A meeting may be convened to deal with an appeal under Clause 23.

41. Voting and Decision Making

- (1) Each committee member present at the meeting has a vote.
- (2) A question arising at a committee meeting must be decided by a majority of votes.
- (3) If there is no majority, the person presiding at the meeting does not have a casting vote in addition to their allocated vote. Where a resolution is deadlocked, then the Chair must act in good faith and seek to resolve the deadlock. If the deadlock is not resolved, then the resolution shall not be passed.
- (4) The Committee may hold their meetings by using any technology (such as video or teleconferencing) that is agreed to by all the Committee members.
- (5) The Committee members agreement given under Sub Clause (4) may be a standing (ongoing) one
- (6) The Committee members may only withdraw their consent, in relation to Sub Clause (4), within a reasonable period before the meeting.

42. Quorum

For a committee meeting, 51% or more of the committee members (two of which must be executive members) as defined in Clause 25 constitutes a quorum.

43. Procedure and Order of Business

- (1) The procedure to be followed at a committee meeting must be determined from time to time by the Committee.
- (2) The order of business may be determined by the members present at the meeting.
- (3) Only the business for which the meeting is convened may be considered at a special meeting.

44. Disclosure of Interest

- (1) A committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Club must disclose the nature and extent of the interest to the Committee in accordance with Section 31 of the Act.
- (2) The Secretary must record the disclosure in the minutes of the meeting.
- (3) The Chair must ensure a Committee member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with Section 32 of the Act.

PART 5 – ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

45. Convening Annual General Meetings

- (1) The Club must hold its Annual General Meetings within 5 months after the end of the Club's financial year.
- (2) The Secretary must give to all members not less than 14 days' notice of an Annual General Meeting or 21 days for special general meetings.
- (3) The notice must specify –
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.
- (4) The order of business for each Annual General Meeting is as follows:
 - (a) first – the consideration of the accounts and reports of the Committee.
 - (b) second – the election of new Committee members.
 - (c) third – any other business requiring consideration by the Club at the meeting.

46. Convening Special General Meetings

The Committee –

- (a) may at any time convene a special general meeting.
- (b) must, within 30 days after the Secretary receives a notice under Clause 23(1), convene a special general meeting to deal with the appeal to which the notice relates; and
- (c) must, within 30 days after it receives a request under Clause 46(1), convene a special general meeting for the purpose specified in that request.

- (1) The Committee may hold an Annual General Meeting under Clause 16 using any technology that gives the members a reasonable opportunity to participate, including to hear and be heard.
- (2) Anyone using this technology is taken to be present in person at the meeting.
- (3) 51% the number of members constituting a quorum for an Annual General Meeting may make a written request to the Committee for a special general meeting.
- (4) The request must –
 - (a) state the purpose of the special general meeting; and
 - (b) be signed by the members making the request.
- (5) If the Committee fails to convene a special general meeting within the time allowed –
 - (a) for Clause 45(2)– the appeal against the decision of the Committee is upheld; and
 - (b) for Clause 44(2) – the members who made the request may convene a special general meeting as if they were the Committee.
- (6) If a special general meeting is convened under Sub-Clause (3)(b), the Club must meet any reasonable expenses of convening and holding the special general meeting.
- (7) The Secretary must give to all members not less than 21 days notice of a special general meeting.
- (8) The notice must specify –
 - (a) when and where the meeting is to be held; and
 - (b) the particulars of and the order in which business is to be transacted.

47. Special Resolutions

- (1) A special resolution may be moved at any Annual General Meeting of the Club.
- (2) The Secretary must give all members not less than the notice period of the meeting provided in Clauses 45 and 46, at which a special resolution is to be proposed.
- (3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

48. Notice of Meetings

- (1) The Secretary must give a notice under this Part by –
 - (a) serving it on a member personally; or
 - (b) sending it by post to a member at the address of the member appearing in the register of members or

- (c) sending it by email to a member at the email address of the member recorded by the Club or
 - (d) advertising on the Clubs social networks.
- (2) If a notice is sent by post under sub-Clause (1)(b), sending of the notice is taken to have been properly affected if the notice is addressed and posted to the member by ordinary prepaid mail.

49. Quorum

At a general meeting, 20% of members present in person constitutes a quorum.

50. Lack of Quorum

- (1) If within 30 minutes after the time specified in the notice for the holding of an Annual General Meeting a quorum is not present –
 - (a) for an Annual General Meeting or special general meeting convened under Clause 45(2) – the meeting stands adjourned to the same time on the same day in the following week and to the same place.
 - (b) for a meeting convened under Clause 45(2) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or
 - (c) for a meeting convened under Clause 45(2) – the meeting lapses.
- (2) If within 30 minutes after the time appointed by sub-Clause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.
- (3) The Chairperson may, with the consent of a general meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that general meetings from time to time and from place to place.
- (4) There must not be transacted at an adjourned general meeting any business other than business left unfinished or on the agenda at the time when the general meeting was adjourned.
- (5) If a general meeting is adjourned for a period of 30 days or more, the Secretary must give notice of the adjourned general meeting as if that general meeting were a fresh general meeting.

51. Voting

- (1) Subject to Clauses 14(2) and 19, each member present in person or by proxy at a general meeting is entitled to a deliberative vote.
- (2) At a general meeting –
 - (a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and
 - (b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.
- (3) A poll may be demanded by the Chair or by 3 or more members present in person or by proxy.
- (4) If demanded, a poll must be taken immediately and in the manner the Chair directs.

52. Proxies

A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any general meeting.

PART 6 – FINANCIAL MANAGEMENT

53. Financial Year

The financial year of the Club is the year 1st April to 30th March the following year.

54. Funds and Accounts

- (1) The Club must open an account with a financial institution from which all expenditure of the Club is made and into which all of the Club's revenue is deposited.
- (2) Subject to any restrictions imposed by the Club at a general meeting, the Committee may approve expenditure on behalf of the Club within the limits of the budget.
- (3) All, promissory notes and other negotiable instruments must be approved by 2 committee members.
- (4) All funds of the Club must be deposited into the financial account of the Club no later than 5 working days after receipt or as soon as practicable after that day.
- (5) With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

55. Accounts and Audits

The responsibility of the Committee under Clause 35(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to –

- (a) the keeping of accounting records.
- (b) the preparation and presentation of the Club's annual statement of accounts; and
- (c) the auditing of the Club's accounts.

PART 7 – GREIVANCE AND DISPUTES

56. Grievance and Disputes Procedures

- (1) This Clause applies to disputes between –
 - (a) a member and another member; or
 - (b) a member and the Committee.
- (2) Acknowledgement of the dispute within 2 business days of the receipt of the information. Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.
- (3) If the parties are unable to resolve the dispute at the meeting, described in sub-Clause (2) or if a party fails to attend that meeting described in sub-Clause (2), then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.
- (4) The mediator must be –
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement: –
 - (i) for a dispute between a member and another member – a person appointed by the Committee; or
 - (ii) for a dispute between a member and the Committee – a person who is a mediator appointed or employed by the department administering the Act.
- (5) A member of the Club can be a mediator, subject to the remainder of this Clause.
- (6) The mediator cannot be a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must: –
 - (a) give the parties to the mediation process every opportunity to be heard.

- (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.
- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

PART 8 – MISCELLANEOUS

57. Common Seal

- (1) The common seal of the Club must not be used without the express authority of the Committee, and every use of that common seal must be recorded by the Secretary.
- (2) The affixing of the common seal of the Club must be witnessed by any 2 of the following:
 - (a) the President or Vice-President.
 - (b) the Secretary.
 - (c) the Treasurer.
- (3) The common seal of the Club must be kept in the custody of the Secretary or another person the Committee from time to time decides.

58. By-Laws

The committee shall have the power to adopt such safety rules or by-laws as it considers will be conducive to the well being of the Club and to the encouragement of the sport of clay target shooting.

59. Ammunition and Targets

- (1) The Committee shall have the power to adjust the price of ammunition and targets.
- (2) All sales of targets and ammunition shall be on a cash or electronic basis.
- (3) All targets found on the property of the Club shall be the property of the Club.

60. One Committee Member to be Present at Shoots

No shoot shall be conducted at the Club unless there is at least one Committee member, or a delegated member present.

61. Distribution of Surplus Assets on Winding Up

- (1) If on the winding up or dissolution of the Club, and after satisfaction of all its debts and liabilities, there remain any assets, the assets must not be distributed to the members or former members.
- (2) The surplus assets must be given or transferred to another Club incorporated under the Act that –
 - (a) has similar objects or purposes.
 - (b) is not carried on for profit or gain to its individual members; and
 - (c) is determined by resolution of the members.

SCHEDULE TO THE CONSTITUTION

Honorary Members and Life Members

Clause 9(4)(b)

Criteria against which the committee must assess a nomination for life membership of the Club include but not limited to:

- (a) The nominee must have made a major contribution to the advantage of the Club or to the sport of clay target shooting generally and/or;
- (b) Achieved outstanding success in the sport of clay target shooting.
- (c) a minimum of five (5) years' service on the Club executive and has been responsible for significant achievement as an executive member during that period
- (d) has made a significant achievement in the sport in such a way or in such a venue that enhances the reputation and image of the sport at a State, National or International level,

The Committee must assess such nominations objectively and without reference to, or be influenced by, personal or social issues or relationships.

Clause 19

Honorary members and life members are exempt from the payment of the annual membership fee of the Club.

Life members must pay such membership fees as required by the NTCTA and the ACTA to be able to compete in shooting competitions.